

## (CHC52015) DIPLOMA OF COMMUNITY SERVICES

### Recognition of Prior Learning (RPL)/Credit Transfer (CT) Application

#### What is RPL Recognition of Prior Learning?

**Recognition of Prior Learning (RPL)** is a process whereby knowledge and skills you already have may be recognised, irrespective of where or how they were acquired.

RPL can apply to a wide range of skills, including those gained through employment, community involvement, formal study, informal training or life experience.

Applications for RPL must be submitted after you have applied to enrol into the course and only applications that have been completed in full will be assessed.

If you are granted RPL for a particular module/unit, you do not need to complete the module/unit and a pass is recorded on your Training Record in the same way as any other student enrolled in the unit.

Applicants can apply for Full RPL or Part RPL using this form, the requested evidence for each Unit.

#### What is Credit Transfer (CT)?

**Credit Transfer (CT)** means credit towards a qualification granted to Students on the basis of outcomes gained by a Student through participation and achieving competency in a Vocational Education Training (VET) package qualification with another Registered Training Organisation (RTO). Credit Transfer will only be granted for an entire unit of competency, not for individual elements of competency.

#### Why apply for RPL?

- To reduce your program load.
- To reduce costs associated with completing the course.
- To avoid repeating learning in areas where you already have skills.

For applicants using the South Australian government WorkReady funding scheme the maximum RPL/CT that can be awarded is 50% of an Australian Institute of Social Relations course.

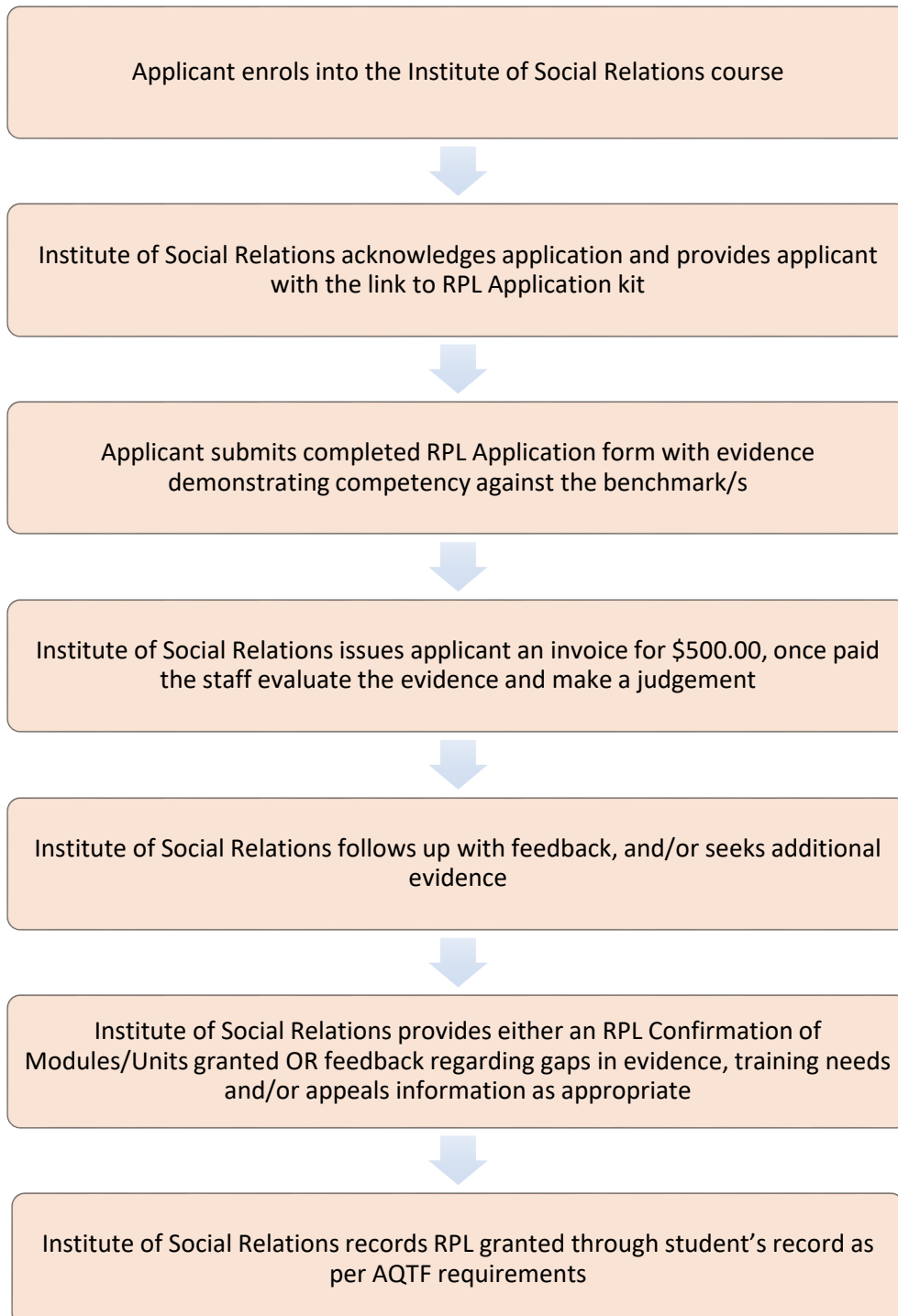
Depending on the amount of RPL you are applying for this may affect your Austudy (Centrelink) benefits as you may not be classified as a fulltime student, for clarification contact Centrelink.

#### The RPL Process

The RPL process consists of the following stages:

1. Apply to enrol into the course via our website <https://www.socialrelations.edu.au/>
2. Download the Application for RPL/CT from the website and attached supporting information/evidence
3. You will then receive an invoice for \$500.00, once this is paid your application will be assessed
4. Academic Staff trained in assessing RPL applications will assess your evidence. You may be required to supply further information
5. You will be notified of the outcome of your application by email.

## Recognition of Prior Learning (RPL)/CT Process



## Recognition of Prior Learning (RPL/CT) APPLICATION FORM

<b>Personal Details</b>				
First Name		Last Name		
Address				Postcode
Phone (Mobile)		(Work)		(Home)
Email			Date of Birth	
Workplace Name				
Workplace Address				
<b>Course Details – Diploma of Community Services</b>				
<b>Please list the Modules/Units you are seeking Recognition for:</b>				
<b>Support Details</b>				
<b>Formal Qualifications or Training</b>				
List of any formal courses or training sessions you have attended. Attach copies of Certificates and details of course outline and content (with dates).				

**Informal Study Programs**

List any informal training sessions you have attended. Attach Certificates, and details of course outline and content (with dates).

**Relevant Work Experience**

List any relevant work you have performed. Give details of your employer, including a telephone number and contact person if possible. Include details of dates and duration of employment.

**Relevant Life Experience**

List any community involvement, personal interests, hobbies or skills which may support your application.

**Personal Verification**

Please indicate the name and contact address or telephone number(s) of a person or persons who can substantiate your application.

**Attachments**

Please list the attachments you have attached in support of this application.

**Signed**  
**(applicant):**

Dated:

## Skills Recognition – Personal Evidence

- Please provide a resume, relevant job and person specification/s and any relevant parchments and academic transcripts for any previous study completed. These documents can be used as evidence for each unit of competence and as such have been pre-populated in the table below.
- All evidence must be provided to Institute of Social Relations and attached to this document.

Unit of Competency	Evidence Provided
CHCFAM001 Operate in the family law environment	Resume Relevant Job and Person Specification Parchment/Transcripts Professional Registrations/Memberships Training & Development/Short Course Certificates Supervision Logs Evidence that demonstrates your correct application of the family law to at least 5 different client situations Third party reports

- For any units previously completed, please write the exact code in the 'evidence provided' and this will be granted as a credit transfer (CT). In this case no cost is charged and no further evidence is required. This information can be recorded as per the example below:

Unit of Competency	Evidence Provided
CHCFAMOO1 Operate in the family law environment	CT: CHC52015 Diploma of Community Services (please see academic transcript attached)

- Please sign and date below to verify that the evidence provided is your own.
- After signing the declaration of authenticity, please place an **X** next to each unit that you are seeking RPL for on page 16. After assessment of your application the assessor will initial the final column. Please see example below:

UNITS OF COMPETENCY	RPL /CT Requested by Student	RPL/CT granted by Assessor	Assessor Initials
CHCCOM504B Develop, implement and promote effective workplace communication	X	NO	
CHCCS502C Maintain legal and ethical work practices	X	RPL	
CHCFAMOO1 Operate in the family law environment	X	CT	

**Applicant to complete table below**

**Do not limit yourself by size of the 'Evidence provided' box. If you need more room, continue writing, it will all be recorded.**

<b>UNITS OF COMPETENCY</b>	
<b>CHCLEG003 MANAGE LEGAL AND ETHICAL COMPLIANCE</b>	
<p>This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities.</p> <p>This unit applies to people working in roles with managerial responsibility for legal and ethical compliance in small to medium sized organisations.</p> <p>There may or may not be a team of workers involved.</p>	<p>There must be evidence that the candidate has:</p> <ul style="list-style-type: none"> <li>- Determined the scope of legal and ethical compliance requirements and responsibilities, and developed policies and procedures for at least 1 workplace or business</li> <li>- Developed a strategic response to at least 3 different situations where legal or ethical requirements have been breached</li> </ul> <p>Evidence could include:</p> <ul style="list-style-type: none"> <li>- Email communication with team members and/or clients relating to legal and ethical requirements</li> <li>- Email communication to Line Manager relating to legal and ethical requirements</li> <li>- Email communication showing strategic problem solving</li> <li>- Complaints management – processes and emails showing effective handling of complaints</li> <li>- Relevant policies, procedures, legal and policy frameworks, guidelines, operating standards, duty of care and codes of conduct</li> <li>- Applications and/or renewal for associated licences, certification and accreditation</li> <li>- Professional development and training directly related to legal and ethical requirements</li> <li>- Audit documents and audit reports</li> <li>- Meeting minutes</li> <li>- Changes/improvements to policies and procedures to ensure legal and ethical compliance</li> <li>- Information provided to clients re: legal and ethical requirements and boundaries</li> <li>- Personal statement (written or audio or video) highlighting knowledge of human rights, client rights, codes of conduct, child focused practice, workplace health and safety</li> <li>- Professional Registrations/Memberships</li> <li>- Training &amp; Development/Short Course Certificates</li> <li>- Supervision Logs</li> <li>- Third party reports</li> </ul>
<b>CHCLEG003 EVIDENCE PROVIDED</b>	

**HLTWHS004 MANAGE WORK HEALTH AND SAFETY**

This unit describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.

This unit applies to workers who have responsibility for WHS as part of their role, including workers with obligations under WHS legislation, persons conducting a business or undertaking (PCBUs), or their officers (as defined by relevant legislation).

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Completed annual performance reviews
- Leading in WHS activities
- Third party reports

**HLTWHS004 EVIDENCE PROVIDED**



**CHCDIV003 MANAGE AND PROMOTE DIVERSITY**

This unit describes the skills and knowledge required to evaluate and promote diversity in the workplace, and to contribute to the planning of diversity policies and procedures.

This may apply to internal work practices or external service delivery. This unit applies to individuals working in any type of leadership role across all industry sectors.

Evidence must show that the candidate has:

- Researched diversity in at least 1 workplace in terms of current performance and meeting of diversity objectives
- Used strategies to foster and promote diversity in work practice:
- Coaching and mentoring
- Communication
- Work planning
- Contributed to the development of workplace diversity policies and procedures for at least 1 workplace

Evidence could include:

- Resume / Relevant Job and Person Specification
- Copies of workplace policies and documents that candidate has influenced and/or contributed to
- Meeting minutes
- De-identified email communication showing strategies used and/or implemented to foster and promote diversity in the workplace
- Project / Action plan documents
- Training & Development/Short Course Certificates
- Supervision Logs / Supervision notes
- Third party reports

**CHCDIV003 EVIDENCE PROVIDED**

**CHCCOM003 DEVELOP WORKPLACE COMMUNICATION STRATEGIES**

This unit describes the skills and knowledge required to develop communication protocols for a team or business unit.

This unit applies to workers responsible for overseeing the communication of organisation-specific information to a range of internal and external stakeholders.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Training & Development/Short Course Certificates
- Documented information provided to internal and external stakeholders for programs developed and delivered
- Third party reports

**CHCCOM003 EVIDENCE PROVIDED**

**CHCMGT005 FACILITATE WORKPLACE DEBRIEFING AND SUPPORT PROCESSES**

This unit describes the skills and knowledge required to monitor and support workers. This includes implementing support processes to manage stress and emotional wellbeing of self or colleagues working in varied health and community service contexts. It also involves facilitating structured debriefing sessions to colleagues following incidents with the potential to impact on health and wellbeing.

This unit applies to leadership or management roles where the individual provides peer to peer support to colleagues and refers to specialised support services in line with organisation guidelines as required.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Examples of support processes provided to colleagues to manage stress and other work place issues
- Supervision records
- Third party reports

**CHCMGT005 EVIDENCE PROVIDED**

**CHCCCS004 ASSESS CO-EXISTING NEEDS**

This unit describes the skills and knowledge required to assess the diverse and multi-faceted needs of people and determine both internal and external services required to meet those needs.

This unit applies in a range of community service contexts.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Evidence of completed client intake and assessment processes for 3 clients (de-identified) including your analysis response
- Third party reports

**CHCCCS004 EVIDENCE PROVIDED**

**CHCCCS007 DEVELOP AND IMPLEMENT SERVICE PROGRAMS**

This unit describes the skills and knowledge required to engage consumers, analyse service needs of particular groups and develop programs and services to meet those needs.

This unit applies to workers coordinating or managing teams and operations in varied service delivery contexts.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Program or service developed, implemented and evaluated
- Third party reports

**CHCCCS007 EVIDENCE PROVIDED**

**CHCDEV002 ANALYSE IMPACTS OF SOCIOLOGICAL FACTORS ON CLIENTS IN COMMUNITY WORK AND SERVICES**

This unit of competency describes the skills and knowledge required to function independently and to plan and undertake community work and associated services.

The unit describes the application of knowledge of the broad social and cultural context in which work is planned and implemented in the community services industry.

This unit applies to workers who seek to better understand their client groups and issues that impact on the lives of their clients and hence on their delivery of services.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Evidence of advice and referral provided at least three clients, (de-identified client files) including,
  - monitoring and review of work and/or services provided to clients
  - revision of work and/or services provided to clients to enhance client outcomes and better address their social and cultural issues
- Third party reports

**CHCDEV002 EVIDENCE PROVIDED**

**CHCDEV003 ANALYSE CLIENT INFORMATION FOR SERVICE PLANNING AND DELIVERY**

This unit describes the skills and knowledge required to use a structured approach to counselling to determine, establish and confirm the nature of the counsellor client relationship according to the agency's counselling model.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- 3 de-identified files showing detailed analysis of information available for at least three clients in the context of planning and delivering community services including:
  - interpreting test results and reports
  - reviewing social, psychological and/or developmental issues
  - planned and delivered services appropriate to the needs and circumstances of at least three clients
  - client involvement
  - monitoring and review
- Third party reports

**CHCDEV003 EVIDENCE PROVIDED**

**CHCCSL001 ESTABLISH AND CONFIRM THE COUNSELLING RELATIONSHIP**

This unit describes the skills and knowledge required to use a structured approach to counselling to determine, establish and confirm the nature of the counsellor client relationship according to the agency’s counselling model.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training &Development/Short Course Certificates
- Evidence of conducting an initial session with at least 3 different clients presenting with different issues, to establish, confirm and document the nature of the helping relationship, including:
  - following the structure and process of a counselling interview
  - developing counselling plans that include required:
    - safety or reporting issues
    - recording of clients own identified priorities
    - observations of client requirements
    - involvement of other agencies/referral information
    - special needs information
    - goals
    - evaluation strategies
- Third party reports

**CHCCSL001 EVIDENCE PROVIDED**



**CHCCSL002 APPLY SPECIALIST INTERPERSONAL AND COUNSELLING INTERVIEW SKILLS**

This unit describes the skills and knowledge required to use advanced and specialised communication skills in the client-counsellor relationship.

This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Documented evidence of work with at least 3 different clients using specialised interpersonal communication and counselling interviewing skills, including observed use of micro-skills and communication techniques, including:
  - attending behaviours – active listening,
  - reflection of content, summarising
  - questioning skills – open, closed, simple and compound questions
  - client observation skills
  - noting and reflecting skills
  - providing client feedback
  - challenging
  - reframing
  - focusing
  - integrated clear case note taking
- Evidence of participating in a structured process of self-reflection and evaluation of own communication used during the 3 clients worked with.
- Third party reports

**CHCCSL002 EVIDENCE PROVIDED**

**CHCCSM002 IMPLEMENT CASE MANAGEMENT PRACTICE**

This unit describes the skills and knowledge required to develop and implement an action plan for complex case management based on existing goal directed plans that address predetermined needs.

Workers at this level will demonstrate autonomy, well-developed judgement, adaptability and responsibility and are typically already experienced in working intensively with clients requiring support.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training &Development/Short Course Certificates
- Evidence of implemented case management practice for 3 complex cases involving people with a diverse range of issues, goals and barriers
- Third party reports

**CHCCSM002 EVIDENCE PROVIDED**

**CHCPOL003 RESEARCH AND APPLY EVIDENCE TO PRACTICE**

This unit describes the skills and knowledge required to establish the information need, gather information and critically analyse the information for relevance to own work.

This unit applies to health and community service workers who need to research existing information to support and improve their work practice. It does not cover primary research.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Completed research activities and developed actions based on research outcomes for at least 2 different issues within own field of practice
- Third party reports

**CHCPOL003 EVIDENCE PROVIDED**

**CHCCSM004 COORDINATE COMPLEX CASE REQUIREMENTS**

This unit describes the skills and knowledge required to coordinate multiple service requirements for clients with complex needs within a case management framework.

Workers at this level work under supervision within established guidelines but take on a team leadership role in the coordination of services and service providers.

This unit applies to work in a range of health and community services contexts.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training &Development/Short Course Certificates
- Planned and coordinated multiple resources, services and supports for 3 clients with complex needs (Case files de-identified)
- Supervision activities
- Third party reports

**CHCCSM004 EVIDENCE PROVIDED**

**CHCCSM005 DEVELOP, FACILITATE AND REVIEW ALL ASPECTS OF CASE MANAGEMENT**

This unit describes the skills and knowledge required to undertake case management meetings to plan, monitor and review service provision.

Workers at this level work autonomously and are responsible for own outputs within organisation guidelines.

This unit applies to work in a range of health and community services contexts.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training &Development/Short Course Certificates
- Supervision activities
- De-identified files showing the development, facilitation and review of all aspects of case management for 3 clients
- Determining appropriate response to case management in accordance with organisation and legislative requirements
- Conducting case management meetings
- Developing an appropriate case management plan
- Monitoring and reviewing case work activities and processes
- Third party reports

**CHCCSM005 EVIDENCE PROVIDED**

**CHCPRP003 REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE**

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

Evidence could include:

- Resume
- Relevant Job and Person Specification
- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Supervision activities
- Evidence of participation in a structured process to reflect on and improve own practice with evidence of a personal development plan
- Third party reports

**CHCPRP003 EVIDENCE PROVIDED**

*(This area is currently blank for evidence provision.)*

**RPL FOR PLACEMENT**

If you have worked extensively in the field of Community Services you may be able to apply for RPL for your 100 placement hours. If you choose to do this, you will be required to provide the following:

- Up to date resume
- Any current or past relevant Job and Person Specifications outlined your role in a Community services environment
- A 2-3 page document (written by you or your manager) showing the tasks and achievements you have completed in your work which involved Community services. This should be a comprehensive document on an official letterhead and **MUST** be signed by the manager who presided over your work. An additional documentation (e.g. work projects you have achieved) would be highly valuable to the application process

Other evidence could include:

- Parchment/Transcripts
- Professional Registrations/Memberships
- Training & Development/Short Course Certificates
- Supervision Logs
- Third party reports

**PLACEMENT EVIDENCE PROVIDED**

**Declaration of Authenticity**

The information I have provided to support this application is true and correct. I authorize my assessor to make any inquiries necessary to assist in the assessment and verification of my recognition application and to use any information supplied in this application for this purpose.

<b>Signed (applicant):</b>		Dated:	
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## ASSESSOR TO COMPLETE

### Diploma of Community Services RPL/CT Application Outcome

Student Name:			
Assessor's Name:			
UNITS OF COMPETENCY	RPL/CT requested by student	RPL/CT granted by Assessor	Assess or Initials
CHCLEG003 Manage legal and ethical compliance	<input type="checkbox"/>	<input type="checkbox"/>	
HLTWHS004 Manage work health and safety	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDIV003 Manage and promote diversity	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCOM003 Develop workplace communication strategies	<input type="checkbox"/>	<input type="checkbox"/>	
CHCMGT005 Facilitate workplace debriefing and support processes	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS004 Assess co-existing needs	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCCS007 Develop and implement service programs	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDEV002 Analyse impacts of sociological factors on clients in community work and services	<input type="checkbox"/>	<input type="checkbox"/>	
CHCDEV003 Analyse client information for service planning and delivery	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL001 Establish and confirm the counselling relationship	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSL002 Apply specialist interpersonal and counselling interview skills	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSM002 Implement case management practice	<input type="checkbox"/>	<input type="checkbox"/>	
CHCPOL003 Research and apply evidence to practice	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSM004 Coordinate complex case requirements	<input type="checkbox"/>	<input type="checkbox"/>	
CHCCSM005 Develop, facilitate and review all aspects of case management	<input type="checkbox"/>	<input type="checkbox"/>	
CHCPRP003 Reflect on and improve own professional practice	<input type="checkbox"/>	<input type="checkbox"/>	
100 hour placement	<input type="checkbox"/>	<input type="checkbox"/>	



**Assessor's notes:**

**Signed by the  
Assessor:**

**Date:**